Process Name: Payroll	Process Identifier: PY
Sub-Process Name: Tax Reporting	Sub-Process Identifier: PY-9

Sub-Process Purpose and Objectives: The tax reporting sub-process combines information from the three payroll runs for reporting to the IRS.

Sub-Process Description: Payroll combines data from the payroll calculation, cancel, and special run into totals for payment to the IRS. The information is entered into STARS (JV) by Payroll and then forwarded to Treasury. The IRS does a debit ACH to the State's bank account the day after payroll based on the information provided by payroll via telephone

Sub-Process Trigger(s):	Key Sub-Process Participants:
• Payroll complete	• Treasury • Payroll

Inputs:

Input	Format	Volume/Time	Suppliers
Payroll reports	Paper document	3/pay period plus offline	Payroll

Outputs:

Output	Format	Volume/Time	Recipients
IRS data	Paper/phone call		Treasury/IRS

Performance Measures Tracked:

Measure	Approx. Value	Target Value

Laws, Regulations, and Policies That Govern Sub-Process: none

Current Sub-Process Issues/Problems:
Multiple reports requiring spreadsheet to compile data

Improvement Opportunities:

Process Name: Payroll	**Process Identifier:** PY	
Sub-Process Name: Tax Reporting	**Sub-Process Identifier**: PY-9	
Opportunity *Merge cells to link one Opportunity to multiple impacts)*	**Organizational Impacts** *(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)*	
Consolidation of all tax reports to a single report	Eliminates duplicated entry and possible errors	C
Applications that Support the Sub-process		
Application Name(s) *(Internal name and vendor's name)*	**Technology Description** *(Programming vendor, language, platform, database, etc.)*	
SEIS	See PY-1	

Process: Payroll	**File:** Payroll processes - final.vsd
Sub-Process: PY-9 Tax Reporting	**Date:** 11/10/02
Prepared By: Salvaggio, Teal & Associates	**Page:** 1/1